

CAPS Board of Directors Meeting Minutes
March 9, 2016

Call to order: At 3:30 p.m. Secretary Ms. Holmes called the meeting to order.

Members present: Ellen Holmes, Pete Stephens, Denise Clemons, Steve Hemman, Dianne Salcedo and Maureen Marshall

Members absent: Anthony Polito, Suzanne Koehler, Tari Thomas, Rebecca Badgley and Steve Haddad.

Also Present: Cindy Landanno, Justin Nussey, Murray Cox, Treasurer, Steve Meyer, Interim Superintendent Athol, and Cheryl Rohrig.

1. Motion to accept the Minutes. Dr. Hemman made a motion seconded by Dr. Marshall to accept the minutes of February 10, 2016 Board Meeting as presented. Motion passed unanimously.

2. Fiscal Update

- FY 16 Budget Update

3. New Hires: Alison Joyce and Walter Smith. A motion was made by Dr. Marshall, seconded by Ms. Clemons to accept the hiring of Alison Joyce as a Nurse, as recommended by Ms. Landanno. Motion passed unanimously. A motion was made by Dr. Marshall, seconded by Ms. Clemons to accept the hiring of Walter Smith, as a teacher assistant, as recommended by Ms. Landanno. Motion passed unanimously.

4. Subcommittee Reports

- Policy - No Meeting - Subcommittee Update. Mr. Stephens stated that Mr. Polito is on leave as the Superintendent of Athol Schools, and therefore will not likely be active on the Subcommittee or Board of Directors for CAPS until the end of the school year. After a brief discussion, it was decided that since no Policies were pending readings at this time, and Ms. Landanno stated that none were needing updating immediately for DESE compliance in the CPR, the Policy Subcommittee will likely not meet any more this year. If Policies are needed it was suggested that Ms. Landanno bring them directly to the Board for First and Second Readings, and final approval.
- Finance
 - ✓ **Minutes** - Dr. Marshall made a motion seconded by Ms. Clemons to accept the minutes of the February 3, 2016 subcommittee meeting as presented. Motion passed unanimously.
 - ✓ **Draft FY17 Budget Materials.** Ms. Landanno presented the FY 17 budget materials.
 - ✓ **Public Hearing meeting date.** There was a short discussion about the Public Hearing date and times and what would work best. Ms. Landanno will submit dates and times to the Finance Committee to see what will work for the Public Hearing and the Finance Sub-committee meeting following it, to finalize the FY 17 Budget for presentation at the next Board Meeting April 13, 2016.
- Warrant - Meets every other week
- Facilities - No meeting

5. Executive Director's Report. Ms. Landanno updated the Board Members on Staffing changes and the new hires. She also gave a Program update, with enrollment status. Ms. Landanno has formed a committee in an

effort to build staff relationships, to look at the current employee handbook. Ms. Landanno will meet with the committee and work on revisions in this document to be presented to the Board at a later date for approval. Dr. Marshall suggested any changes be looked at by CAPS attorney prior to the Board approval. Ms. Landanno spoke about the satellite classroom space CAPS inhabits currently and mentioned if there were to be changes at the district levels, it would have a direct impact on the CAPS budget. She requested to be kept in mind with any changes necessary in this process. She also mentioned that CAPS is working with other Collaboratives on a MEOC Program Guide which will be a helpful marketing tool.

6. *New Business.*

- **Vice Chair - Extended leave.** Mr. Stephens spoke about the extended leave of the Vice Chair, Mr. Polito. Since Mr. Polito will likely not return during this school year, he said there was a need to appoint a new vice chair. Dr. Hemman nominated Ms. Holmes, seconded by Dr. Marshall. A quick discussion resulted in agreement that Ms. Holmes could in fact be both the Vice Chairperson and the Secretary. Motion passed unanimously.
- **Board Meeting posting procedure.** There was a brief discussion as to the procedure of posting Board Meetings. Ms. Landanno stated that meetings are posted on the website. It was suggested that notice should possibly be sent to the Superintendent's offices in districts where the Board Member is a School Committee Member.

7. *Future Agenda Items.* Ms. Landanno stressed that the April Board Meeting will be very important because the budget will be on the Agenda as a voting item. She said the May meeting (which is on the schedule as "if necessary") could possibly be skipped with a meeting in June to finish up business for the year.

8. *Adjournment:* A motion was made by Dr. Marshall and seconded by Dr. Hemman to adjourn at 4:24 p.m. Motion passed unanimously.

Respectfully submitted,


Cheryl Rohrig
Recording Secretary



Ellen Holmes
Secretary